

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: December 23, 2014

SUBJECT: Director's Instruction # 332 , U. S. District Court - Arizona District
Order No. CV-12-0601-PHX-DKD Notice to All ADC Prisoners about Settlement in *Parsons v. Ryan*
– ADC Prisons (Douglas, Eyman, Florence, Lewis, Perryville, Phoenix, Safford, Tucson, Winslow, or
Yuma) Only

This Director's Instruction is effective immediately dated December 23, 2014, and will remain in effect until further notice.

PURPOSE:

Pursuant to the Stipulation regarding the above subject matter, ADC shall within 14 days of December 17, 2014 post a copy of the one-page Notice in English and Spanish in all general population housing units and shall ensure that the Notice remains posted during the comment period. This Notice provides direction to the prisoners about the proposed settlement and how a prisoner can submit comments about the stipulation to the court. The comment period ends on January 26, 2015.

PROCEDURE:

The Notice applies to the following ADC prison complexes **only**: Douglas, Eyman, Florence, Lewis, Perryville, Phoenix, Safford, Tucson, Winslow, or Yuma.

- 1.1 Each maximum custody prisoner must receive a copy of the one-page Notice in either English or Spanish.
- 1.2 A copy of the Stipulation, including all exhibits, and the Motion for Attorney's Fees shall be available for review by general population prisoners in the prison libraries. Upon request, maximum custody prisoners with limited access to the library shall be allowed to check out a copy of the Stipulation, including all exhibits, and the Motion for Attorney's Fees, for a period of 5 calendar days.
- 1.3 The Stipulation, including all exhibits shall be available for review on CCTV and by audio recording during the pendency of the comment period. Maximum security prisoners who are illiterate or do not have access to a television, upon request, shall be escorted to the library to listen to an audio recording of the Stipulation, including all exhibits, during the pendency of the comment period.
- 1.4 Prisoners may submit their comments about the Stipulation in writing to the Clerk of Court, United States District Court, 401 W. Washington St., Suite 130, SPC 1, Phoenix, AZ 85003-2118 and must be postmarked by **January 26, 2015**.
- 1.5 Maximum custody prisoners who are illiterate and who wish to file comments with the court shall receive assistance, upon request, from the facility paralegal provided by the Department, during the pendency of the comment period.
- 1.6 All written communication on this matter will be considered legal mail and processed accordingly, during the pendency of the comment period.

All maximum custody prisoners received at one of the ADC prison complexes above after the comment period, shall receive a copy of the Notice in either English or Spanish, and upon request, may check out a copy of the Stipulation, including all exhibits, from the prison library for a period of 5 calendar days.

{Original Signature on File}